

**BUSINESS MANAGEMENT PAST PERFORMANCE QUESTIONNAIRE****1. Contract Identification: (to be completed by offeror)**

A. Contractor: \_\_\_\_\_

B. Contract Number: \_\_\_\_\_

C. Contract Type (Fixed Price/Cost): \_\_\_\_\_

D. Period of Performance: \_\_\_\_\_

E. Original Contract Amount:  
(Cost and Fee/Fixed Amount) \_\_\_\_\_

F. Final Contract Amount: \_\_\_\_\_

G. Description and Nature of Major Contract Modifications:

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H. Description and/or Service Provided:

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**2. Agency/Company Identification: (to be completed by client)**

A. Name: \_\_\_\_\_

B. Geographic Area of Services : \_\_\_\_\_

C. Number of Locations Serviced:  
by Contract \_\_\_\_\_**3. Evaluation - Performance History:****A. Timeliness**

1. To what extent did the contractor adhere to contract delivery schedules?

Considerably surpassed requirements	( )+2
Met requirements	( )+1

Marginally met requirements	( )-1
Failed to meet requirements	( )-2

Comments:\_\_\_\_\_

\_\_\_\_\_

2. To what extent did the contractor submit required reports and documentation in a timely manner?

Considerably surpassed requirements	( )+2
Met requirements	( )+1
Marginally met requirements	( )-1
Failed to meet requirements	( )-2

Comments:\_\_\_\_\_

\_\_\_\_\_

B. Quality

1. To what extent were the contractor's reports and documentation accurate and complete?

Considerably surpassed requirements	( )+2
Met requirements	( )+1
Marginally met requirements	( )-1
Failed to meet requirements	( )-2

Comments:\_\_\_\_\_

\_\_\_\_\_

2. To what extent was the contractor able to solve contract performance problems without extensive guidance from Company/Government counterparts?

Considerably surpassed requirements	( )+2
Met requirements	( )+1
Marginally met requirements	( )-1
Failed to meet requirements	( )-2

Comments:\_\_\_\_\_

\_\_\_\_\_

3. To what extent did the contractor display initiative in meeting requirements?

Considerably surpassed requirements	( )+2
Met requirements	( )+1
Marginally met requirements	( )-1
Failed to meet requirements	( )-2

Comments:\_\_\_\_\_

\_\_\_\_\_

C. Business Relations

1. To what extent did the contractor commit adequate resources to the contract in a timely fashion in order to meet the requirements and to successfully solve problems?

Considerably surpassed requirements	( )+2
Met requirements	( )+1
Marginally met requirements	( )-1
Failed to meet requirements	( )-2

Comments:\_\_\_\_\_

\_\_\_\_\_

2. To what extent did the contractor submit change orders and other required proposals in a timely manner?

Considerably surpassed requirements	( )+2
Met requirements	( )+1
Marginally met requirements	( )-1
Failed to meet requirements	( )-2

Comments:\_\_\_\_\_

\_\_\_\_\_

3. To what extent did the contractor respond positively and promptly to technical directions, contract modifications, etc.?

Considerably surpassed requirements	( )+2
Met requirements	( )+1
Marginally met requirements	( )-1
Failed to meet requirements	( )-2

Comments:\_\_\_\_\_

\_\_\_\_\_

4. To what extent was the contractor effective in interfacing with the Company/Government's staff?

Considerably surpassed requirements	( )+2
Met requirements	( )+1
Marginally met requirements	( )-1
Failed to meet requirements	( )-2

Comments:\_\_\_\_\_

\_\_\_\_\_

5. Has this contract been partially or completely terminated for default or convenience?

( ) Yes ( ) No ( ) Default ( ) Convenience

If yes, explain (e.g., inability to meet cost, performance, or delivery schedule):

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6. Are there any pending terminations?

( ) Yes ( ) No

If yes, explain and indicate the status:

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7. Were liquidated damages provisions included in the contract?

( ) Yes ( ) No

If yes, were liquidated damages assessed against the contractor and what were the circumstances?

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D. Subcontractor Management

1. To what extent did the contractor coordinate, integrate, and provide for effective subcontractor management?

Considerably surpassed requirements	( ) +2
Met requirements	( ) +1
Marginally met requirements	( ) -1
Failed to meet requirements	( ) -2

Comments: \_\_\_\_\_

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E. Value-Engineered Cost Savings

1. Did the project realize any substantial value-engineered cost savings?

( ) Yes ( ) No

If yes, explain the type and amount of savings? \_\_\_\_\_

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F. Safety and Health

1. Did the contractor experience any on-the-job accidents or OSHA violations?

( ) Yes ( ) No

If yes, explain the circumstances involving the incidents?

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G. General

1. Would you do business with this contractor again?

( ) Yes ( ) No

Comments: \_\_\_\_\_  
\_\_\_\_\_

1. Questionnaire completed by:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number \_\_\_\_\_